



ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor *EG*

Subject: **RE-EXEMPTION REQUEST – DEPARTMENT OF RECREATION AND PARKS, (1) ASSISTANT GENERAL MANAGER**

Date: November 15, 2022

The Department of Recreation and Parks (RAP) requested the re-exemption of one (1) position of Assistant General Manager, Class Code 9241, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On September 27, the Mayor's Office asked the Personnel Department to review RAP's request.

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on August 14, 2022 and deleted from the count. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 131 are approved, with two other pending request. Approval of this request will increase the count. As of the date of this letter, this request will be in the 134th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 8 are filled.

The Assistant General Manager will report to the Executive Officer and will be assigned to the department's Recreational Services Branch (RSB). The position will lead, oversee, and manage all areas within RSB, including supervision and support of regional

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Superintendents related to management, day-to-day operations, budgetary preparations, personnel matters, work assignments, projects and special assignments. The RSB AGM will be expected to deliver services and programs within these areas/facilities which are well-programmed, safe, and welcoming; further the Department's Strategic Plan, goals and objectives; align with the Mayor's strategic vision for the Department and City, including the prioritization of equity-based services; and, attain fiscal responsibility and generate revenue and consistently meet the highest quality and standards to serve the City's residents, visitors and community members.

The Assistant General Manager position requires a minimum of two (2) years of supervisory experience as a Principal Recreation Supervisor, a Principal Grounds Maintenance Supervisor, or in a position at the level of Chief Management Analyst responsible for providing administrative support and direction in the areas of budget preparation and administration, revenue management, facility planning and design, or personnel administration.

The exemption of this position will allow RAP the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Assistant General Manager.

Based on my review of RAP's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of an Assistant General Manager and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Andre Herndon, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Jimmy Kim, General Manager, Department of Recreation and Parks
Dana Brown, General Manager, Personnel Department